

KENTUCKY BOARD OF HOME INSPECTORS
MEETING MINUTES
March 11, 2014

A meeting of the Kentucky Board of Home Inspectors was held at the Office of Occupations and Professions in Frankfort, KY on March 11, 2014.

MEMBERS PRESENT

Mitch D. Buchanan, Chairman
(dismissed early)
James A. Chandler, Vice Chairman
Mark G. Oerther
Mark Schmidt
Ken Fister
Kevin Farris

OCCUPATIONS AND PROFESSIONS STAFF

Diana Jarboe, Board Administrator

OFFICE OF THE ATTORNEY GENERAL

Brian Judy, Office of the Attorney General

MEMBERS ABSENT

J.R. Bone
Robert P. Johnson

GUESTS

Jack McNear
Steve Keeney
John Eckler

CALL TO ORDER

Mitch Buchanan, Board Chairman, called the meeting to order at 11:05 a.m.

MINUTES

A motion was made by Mr. Chandler to approve the meeting minutes from February 11, 2014. Mr. Farris seconded that motion and it carried.

MONTHLY FINANCIAL REPORT

The financial statement for the month ending February 28, 2014 was reviewed by the Board. The Board requests that the allotment balance be added to the financial report. Ms. Jarboe will request this information be added by the O&P Fiscal Department.

LICENSURE STATUS REPORT

The licensure report was reviewed. There are currently 344 licensed Home Inspectors.

OCCUPATIONS AND PROFESSIONS REPORT

Ms. Jarboe reported the current events of O&P including the vacant positions of an Administrative Assistant II and a Resource Management Analyst II. Per the February 28, 2014 memorandum from Gordon Slone, the Executive Director of the Office of Occupations and Professions, Mrs. Jarboe also notified the Board that the memorandum of agreement between the Kentucky Board of Home Inspectors and O&P will be forthcoming upon completion of the 2014 General Assembly.

OLD BUSINESS

The drafting of the regulations is ongoing. Ms. Jarboe presented the drafted application forms to the members of the Board for review and editing. The Board members will submit any changes

necessary to Mrs. Jarboe prior to the next Board meeting. Mrs. Jarboe will present a final draft of the application forms at the April Board meeting.

The Board discussed the background checks required for all licensure applications including a national criminal background check, a Kentucky State Police background check, and out-of-state background checks. Mr. Judy will draft a regulation which will require an FBI background check to be submitted with applications for initial licensure and reinstatement licensure.

NEW BUSINESS

Mrs. Jarboe asked the Board for guidance on how to fulfill mailing list requests. The Board agreed not to release any personal information. Only business information can be released upon request with an exception to be made if business information is *not* provided to the Board by the licensee.

Mr. Judy will amend the drafted regulations to allow a grace period for any online continuing education courses that are approved prior to the effective date of the new regulation that will exclude credit for some online continuing education courses.

Since this is an even year and there will be significantly more renewal applications to be reviewed each month, the Board members agreed to change the time of all remaining Board meetings in 2014 to begin at 10:30 am.

EDUCATION COMMITTEE REPORT

The Education Committee recommended *denial* of the following application(s):

- Pillar to Post Pre-licensing provider – does not comply with 815 KAR 6:010 section 2(8)(a)(1) and section 2(8)(b). The Board also requests details of the field training to be provided including where it will be performed and who will lead the instruction.
- World Inspection Network Pre-licensing provider – does not comply with 815 KAR 6:010, section 2(8)(a)(1)(2)(7).

Mr. Oerther seconded the recommendation of the committee and the applications were denied.

The Education Committee recommended *approval* of the following application(s):

- AHIT – CE Provider

AHIT CE courses -

Manufactured Homes - 3 hrs

Kentucky Law and Regulation - 3 hrs

Kentucky Standards of Practice - 6 hrs

Energy Audit - 2 hrs

Report Writing for Risk Reduction - 8 hrs

- Professional Home Inspection Institute – CE Provider, approved pending receipt of signature on application

Mr. Schmidt seconded the recommendation of the committee and the applications were approved.

APPLICATIONS COMMITTEE

The Applications Committee recommended the following:

- Renewal applications to be approved – Hollis Atwell, Tom Biltz, Daniel Brady, Avery Bussell, Gary Carpenter, James Chandler, Steven Wayne Edge, Bobby Fisher, Robert Ford, Stephen Gutermuth, Sheila Heller, Walter Hill, Stephen Jackson, Stephen Pruitt, Andy Snyder, William Troutman, Robert Wells, and Michael Wirth.
- Initial licensure application(s) to be approved – James Marshall, Jackie McNear, Robert Paxton, George Rayhill, William Regensburger, Michael Saettel, Travis Spidel, Jeffrey Turner, and Gordon Weston.
- After a thorough discussion of acceptable report writing with the applicant during the Board's Applications Committee meeting, approval of the renewal licensure application for Donald Thompson, and he is requested to submit a new the home inspection report within 60 days.

Mr. Schmidt motioned to accept the recommendation of approved applications from the Applications Committee. Mr. Farris seconded the motion and the motion carried.

- Deferment of the renewal licensure application for John Goad, awaiting receipt of a Tennessee State background check.
- Deferment of the renewal licensure application for Randall Erskine and Chris Konstans, awaiting receipt of a Kentucky State Police background check.
- Deferment of the renewal licensure application for Clifton Meador, awaiting receipt of a self-performed home inspection report.

Mr. Schmidt motioned to accept the recommendation of deferred applications from the Applications Committee. Mr. Oerther seconded the motion and the motion carried.

Mr. Farris motioned for the Board meeting to go into closed session according to 61.810(1)(f) to discuss potential licensee disciplinary or litigation matters. Mr. Fister seconded the motion, and the motion carried. After the discussion was complete, Mr. Schmidt motioned to end the closed session, Mr. Oerther seconded the motion, and the motion carried.

Mr. Farris motioned to deny the renewal applications of John Cox, John Eckler, and Terry Spainhoward for not fulfilling the CE requirements for licensure renewal.

COMPLAINTS COMMITTEE

There was no meeting of the Complaints Committee this month.

The following cases are ongoing:

- Romancik
- 2013-05
- 2013-07
- 2014-01
- 2014-02

TRAVEL AND PER DIEM

Mr. Farris made a motion to approve the travel and per diem for members attending today's meeting. The motion, seconded by Mr. Fister, carried.

NEXT MEETING

The next meeting is scheduled for Tuesday, April 8, 2014 at 10:30am at the Office of Occupations and Professions in Frankfort, KY.

ADJOURNMENT

Mr. Schmidt made a motion to adjourn at 1:15p.m. The motion was seconded by Mr. Oerther and carried.